

Office Memorandum

UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 9 May 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #19

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:

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- C. Overtime Authorization Forms 292 - According to a recent decision by the Comptroller, actual hours of overtime worked must reconcile with the quantity authorized on Overtime Authorization Request, Form 292 for specific pay periods, rather than for the entire four pay periods as covered by the request.
- D. Special DCI Project - OTR was notified by the Office of Personnel that no further nominations would be required for the special DCI project since the project had filled its quota.
- E. TLO Uniform Record System - At the request of the Registrar reviewed and commented on an employee suggestion which seeks to establish a uniform record system to be used by TLO's throughout the Agency.
- F. Training Report - A report on training conducted by TSS/DDP during the months January to March 1956 was prepared by the Registrar at the request of the DDTR.

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- G. Delinquency Statements. The IBM listing from Finance Division, representing the status of accounts through 16 April 1956, has been received by the Processing Section. The listing showed ten persons as being delinquent in accounting for Agency funds; however, all but three had submitted accountings prior to this listing. A reply will be sent to Finance Division prior to 11 May.
- H. Special Briefing - The two Agency candidates who are scheduled to attend the Army War College, Carlisle Barracks, Pa., from August 1956 to June 1957, were briefed by the Processing Section on 8 May 1956. A final briefing prior to departure is scheduled for the two candidates.



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- J. Student Travel Claims - Travel claims for students enrolled in the Operations Course which ended on 4 May were received by the Processing Section on 8 May. These claims will be paid in cash by the BFS/TR on 10 May 1956.

- K. PERSONNEL ITEMS: Form 52 (Recruitment Request) Fulfilled -



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